# Meeting Minutes and Format Guide Instructions

This template provides the suggested format to be used to keep useful, effective meeting minutes, such as for project team meetings or review meetings.

It is important to remember that good documentation of meeting topics, decisions and actions can provide valuable records for the active phase of a project and fodder for lessons learned as the project closes out. That is, if the meeting minutes are done in a format that people can scan quickly and easily for the information they need!

## How to Use

Don't do minutes just for the sake of doing minutes; do them because you fully understand who will need to reference the minutes and for what purpose. Then, for each meeting, do the following:

- As you plan your meeting, appoint a recorder to take minutes. (Note: That person should be prepared to take notes objectively—recording key discussion points, decisions etc. without imposing any particular "spin" on the meeting record.)
- During the meeting, the recorder should keep a record of key points of discussions, issues raised, decisions made, and actions assigned. (Do not rely on individual memory to complete the minutes afterward!)
- As the meeting progresses, the meeting leader can periodically check with the recorder to insure that items are being recorded fully enough. This helps the group form an accurate memory of the meeting.
- Circulate the draft minutes as soon as possible after the meeting breaks and allow the meeting attendees to submit changes or additional items before the minutes are officially published.
- After the minutes are compiled, add the new issues, decisions and actions to the project's master lists.

Keep a copy of the minutes with the rest of the project documentation for reference.

### Meeting Minutes Elements

The following are key items to include in your meeting minutes:

- **Project Title:** Clearly enter the project's name.

- **Project Manager:** Enter the Project Manager's Name.
- **Meeting Date:** Enter the date meeting was held.
- **Project PDL:** Enter the name of the distribution list that is used to distribute the meeting's minutes.
- **Attendees:** List names of all attendees
- **Meeting Objective:** List the meeting's objective as shown on the agenda. This provides a valuable check when reviewing the minutes to determine the success of a meeting and provides a handy overview.
- **Core Team Members:** Enter names and email for each of the Core Team Members. It is important to identify those that are in the Core Team so that those attending may reach out to these individuals should the need arise.
- **Discussion Points:** List items of discussion covered during the meeting. Be succinct and use objective language. Record key points and conclusions only. Do not record every comment unless there is some specific reason that a full meeting transcript is needed. Include all important items, even if contentious.
- **Action Items:** Record all action items as they are assigned, along with owners and due dates. Make sure ownership of the task is acknowledged. Never assign a task to someone who is not present.
- **Issues / Risk:** As issues arise during the meeting, record them ensuring that the designated owner is also captured. Remember, ownership of an issue only occurs if it's accepted. Only assign ownership during the meeting, get acknowledgement, and never assign ownership to someone who is not present to accept it.
- **Next Meeting:** It is important that the time and date for the next meeting is recognized and acknowledged by those that are in attendance.

## Administrative Information

| Revision | Author | Date | Sections Affected | Change Summary |
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